

# Retention and Classification Report

**Agency:** Salt Lake City School District (Utah). Bryant Intermediate School  
(1608)  
40 South 800 East  
Salt Lake City, UT 84102  
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**Records Officer** Britta Barney

84985	Administrative subject files
84992	Bank deposit slips and statements
84997	Career ladder files
84991	Check stubs
84951	Chronicle (yearbook)
84999	Class registration guide
84995	Counselor's student files
84993	General ledgers
84987	Initial registration cards
84982	Inscriptions (publication)
84989	Membership and attendance monthly report
84986	Purchase orders and requisition files
84994	School counselor's subject files
84996	Social worker subject files
84984	Student cumulative files
85000	Student discipline files

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84985

3

**TITLE:** Administrative subject files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files are used for reference purposes. They contain letters, notes, charts and graphs, reports, and pamphlets. Some of the various subjects include teacher absences, accident reports, daily bulletins, bus passes, correspondence, drug and alcohol abuse, insurance information, Northwest Accreditation Report, Snellin Eye Tests, and various work orders.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until updated or superseded and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84992

3

**TITLE:** Bank deposit slips and statements

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files include receipts of deposits into the school's bank accounts and the monthly bank statements. They are used to keep an accounting of the school's accounts. The deposit slips include the amount of the deposit and date of deposit. The statements include the name of the bank, the amount of money on deposit in the school's accounts, list of deposits and withdrawals, totals, balances, and any accrued interest.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Fiscal

This retention is based on the audit needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84997

3

**TITLE:** Career ladder files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by teacher's name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document the promotion process under the career ladder program. Teachers submit two copies of an application for promotion to the personnel office. A committee reviews the applications and determines whether a promotion is warranted. Each file contains an administrator's and a principal's report, a report on student achievement, a student's survey, and parent's survey.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years or until updated and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the school. The District's Personnel Office maintains the records concerning the operation of the Career Ladder Program at a district level. Those records have been scheduled permanently.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84991

3

**TITLE:** Check stubs

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are the check stubs showing all financial actions taken by the school. The files contain carbon copies of checks made out to various companies for goods and services. Attached to the carbons are invoices for supplies that were received by the school.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 12/1989

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Fiscal

This retention is based on the audit needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84951

3

**TITLE:** Chronicle (yearbook)

**DATES:** 1956-1961; 1964-1965; 1967-1968; 1970-1979; 1985; 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are the annual yearbooks for Bryant Intermediate School. Each yearbook provides a detailed history and directory of the school for the specific year which it covers. The yearbooks contain names and photographs of the faculty, staff, and student body. They also contain photographs depicting athletic teams, school clubs, sports, cultural, academic, and social activities.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

This retention is based on both the administrative and historical needs to document school activities at Bryant Intermediate School.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84999

3

**TITLE:** Class registration guide

**DATES:** 1989-

**ARRANGEMENT:** alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a form which has been prepared to assist students in determining which classes to take. The form contains a list of all courses which are offered in the school. The student selects the desired classes and then completes the form. The completed form includes the student's name, sex, date of birth, home address, home phone number, guardian's name and employer, and school last attended.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84995

3

**TITLE:** Counselor's student files

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by name of student

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are files which are used by the school counselor to keep track of the students. The files contain the student's name and number, class schedule, test scores, a worksheet of future career options, course change cards, and notes taken from discussions with the students.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by both the school's counselor and principal.



**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84993

3

**TITLE:** General ledgers

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is the general accounting ledger used to record all monetary transactions. It is used for accounting and auditing purposes.

The ledger contains the date, money received, money spent, the purpose of the transaction, and totals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the auditing needs expressed by the school's principal.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84987

3

**TITLE:** Initial registration cards

**DATES:** 1977-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student's name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These cards are completed by students at the beginning of the school year. They are used by the school for reference purposes. The cards contain the student's name and number, religion, age, sex, race, previous school which the student attended, home address, home phone number, birth date, birthplace, guardian's name, parents' names, and entry date into the new school.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 12/1989

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Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84982

3

**TITLE:** Inscriptions (publication)

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a literary publication published by the school to show the literary talents of its students. The booklet includes poems and short stories by the students of Bryant Intermediate School.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

Historical

This retention is based on the historical purposes of the records as expressed by the school's principal to document the work of Bryant's students.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84989

3

**TITLE:** Membership and attendance monthly report

**DATES:** 1976-1978; 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a report completed by the school and submitted to the district. It gives statistics for student attendance at the school and compares that with the number of school age children living within the school's boundaries. The report gives the date, accounts for entries and exits into the school, and shows total membership and absences during each school day of the month. In 1984 attendance records were computerized. Since then the report has been a computer printout.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84986

3

**TITLE:** Purchase orders and requisition files

**DATES:** 1975-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain completed purchase orders and requisition forms. They are used to request goods and services for the school. They include date, purchase order number, item purchased or service requested, amounts ordered, cost per item, totals, and person authorizing purchase or requesting goods or services for the school.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Fiscal

This retention is based on the audit needs expressed by the principal.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84994

3

**TITLE:** School counselor's subject files

**DATES:** 1986-

**ARRANGEMENT:** alphabetical by subject

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These are subject files which are used for reference purposes. The files contain notes, correspondence, charts, graphs, brochures, and other information. The subjects include affirmation, aggression, children of alcoholics, divorce, honors, medications, peer pressure, self-analysis guide, and teacher tips concerning students.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year or until updated or superseded and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the school's counselor.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84996

3

**TITLE:** Social worker subject files

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These subject files are maintained by the school's social worker. They are used for reference purposes. These files contain: notes, correspondence, charts, reports, and brochures. Among the numerous subjects are autism, alternative programs, community resources, divorce/death/loss, interpersonal relations, minority issues, pregnancy (young mothers/unwed mothers), and special education.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

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Paper: Retain in Office for 1 year or until updated or superseded and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the school's social worker.

**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 84984

3

**TITLE:** Student cumulative files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by student's name

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These are the official student records. Each file contains important information concerning the student including the student's name, student number, birth date and birth place, sex, parents' names, home address, home telephone number, health and immunization record, schools previously attended, courses and grades, and test scores.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until student has graduated from intermediate school or until the student has transferred to another school and then transfer records to new school.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the school's principal.



**AGENCY:** Salt Lake City School District (Utah). Bryant Intermediate School

**SERIES:** 85000

3

**TITLE:** Student discipline files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by student's name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are files maintained by the assistant principal. They concern students who have misbehaved in class or on the school grounds. The files include notes, reports by teachers of inappropriate activity on the part of the students, memoranda and messages, standard violation tickets issued by the office to misbehaving students, correspondence, individual progress reports, and student counseling reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the school's principal.